### Policy Statement
The primary purpose of this document is to provide policies and procedures for the use of petty cash. Petty cash funds are to be used for miscellaneous and incidental business related expenditure of small value where payment through the accounts payable system or by credit card is not justified or appropriate.

### Scope
This policy applies to all Directors, Officers, Volunteers and employees of Arc.

### Definitions
- **Petty cash custodian** – staff member authorised to monitor and issue petty cash.
- **Claimant** – Individual requesting petty cash reimbursement.
- **GL Code** – General Ledger code relating the each department’s budget.
- **Petty cash advance holder** – Individual who has received a petty cash payment prior to incurring the expense.

### Roles & Responsibilities

#### 4.1. Petty Cash Custodian
The CEO is responsible for appointing the petty cash custodian who must be a member of staff. The custodian cannot appoint or approve herself/himself.

The petty cash custodian is responsible for:
- Ensuring the fund is secured at all times
- Retaining acceptable supporting documentation such as receipts, tax invoices or statutory declaration
- Maintaining a petty cash register
- Monitoring and reconciling of the petty cash float
- Reporting the loss of funds to the CEO as soon as the loss is discovered
It is the responsibility of the claimant and the Senior Manager approving the expenditure to ensure that the procedures detailed in Section 5 of this document are followed prior to requesting petty cash.

5. Procedure

5.1 Establishing/ Increasing a Petty Cash Float
To establish a new petty cash float or increase an existing float, a written request must be made to the CEO. Requests can only be made by a Senior Manager and must state the name and position of the person recommended to be the custodian of the float.

The maximum petty cash float should be $500. Exceptions to this requirement can only be approved by the CEO.

Petty cash funds must be kept in a secure location at all times, accessible only to the custodian.

5.2 Expenditure

5.2.1 Monetary Limit
Petty cash transactions are limited to $50.00 (inc. GST). Reimbursement for items of a higher value should be made through Accounts Payable.

In emergency cases where petty cash of over $50.00 is required, the claimant must complete a petty cash voucher (refer schedule 1), which must be signed by the authorised Senior Manager and the CEO.

5.2.2 Petty Cash Vouchers
A petty cash voucher must be completed for all petty cash claims. The petty cash voucher must include:
- the date of claim
- the name of the person who incurred the expense
- the GL code
- the expenditure amount (the GST component should be detailed separately)
- the signature of the authorised Senior Manager
- the signature of the person collecting the cash and
- the original tax invoice/ receipt or supporting documentation. Where receipts are lost or impossible to obtain, the claimant must complete a statutory declaration (refer schedule 2) stating that the expenditure was incurred in accordance with Arc's petty cash policy.

Petty cash claims without the appropriate receipts will be declined.

5.2.3 Petty Cash Approval Delegation
Only Senior Managers can authorise petty cash reimbursements. The claimant must obtain the signature of the Senior Manager who is responsible for the allocated budget (ie. Senior Managers cannot authorise petty cash on another Senior Manager’s GL account).

Only the CEO can authorise petty cash reimbursement for Senior Managers. Individuals cannot authorise petty cash reimbursements for themselves.
5.2.4 Advances from Petty Cash
An advance from the petty cash float may only be issued if it is not possible for the individual to make the purchase and then claim reimbursement.

To obtain an advance from the petty cash float, individuals must complete a petty cash voucher, which must be signed off by the authorised Senior Manager and the CEO. The voucher should also state that petty cash has been requested in advance and should be signed by the petty cash advance holder and the petty cash custodian.

The petty cash advance holder must submit the original receipt to the petty cash custodian within 48 hours of the purchase being made.

5.3 Reconciliation and Reimbursement of Petty Cash Floats
The petty cash custodian must monitor float balances and when reimbursement is required, the petty cash custodian should reconcile the petty cash vouchers with the cash on hand and the float. The reconciliation spreadsheet (refer schedule 3) and the petty cash vouchers should be forwarded to the Finance Manager for approval and reimbursement.

5.4 Audit
An audit of the petty cash float should be conducted annually and at the discretion of the CEO within the year.

6. Evaluation
This Policy is to be reviewed at the discretion of the CEO.

7. List of Schedules
Schedule 1 – Petty Cash Voucher
Schedule 2 – Statutory Declaration form
Schedule 3 – Reconciliation Spreadsheet.
## Schedule 1 – Petty Cash Voucher

**PETTY CASH REIMBURSEMENT VOUCHER**

<table>
<thead>
<tr>
<th>Details</th>
<th>Account No.</th>
<th>Amount Excluding GST</th>
<th>GST Paid</th>
<th>Amount Including GST</th>
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**TOTAL:** $ - $ - $ - $ -

**Authorised By:**

Manager’s Name & Signature

**Received By:**

Claimant’s Name & Signature

***Please attach receipts to this voucher***
Schedule 2 – Statutory Declaration

Commonwealth of Australia

STATUTORY DECLARATION
Statutory Declarations Act 1959

¹ Insert the name, address and occupation of person making the declaration

I,¹ _____________________________________________________

make the following declaration under the Statutory Declarations Act 1959:

² Set out matter declared to in numbered paragraphs

²

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

³ Signature of person making the declaration

³

⁴ Place

⁴

⁵ Day

⁵

⁶ Month and year

⁶

Before me,

⁷ Signature of person before whom the declaration is made (see over)

⁷

⁸ Full name, qualification and address of person before whom the declaration is made (in printed letters)

⁸

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.
A statutory declaration under the **Statutory Declarations Act 1959** may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:
- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the **Consular Fees Act 1955**)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (d) of the **Consular Fees Act 1955**; and
  - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (c) of the **Consular Fees Act 1955**; and
  - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants’ Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the **Marriage Act 1961**
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
  - (a) an officer; or
  - (b) a non-commissioned officer within the meaning of the **Defence Force Discipline Act 1982** with 5 or more years of continuous service; or
  - (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  - (a) the Parliament of the Commonwealth; or
  - (b) the Parliament of a State; or
  - (c) a Territory legislature; or
  - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the **Marriage Act 1961**
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority; or
  - (c) a local government authority;
- with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff’s officer or Teacher employed on a full-time basis at a school or tertiary education institution
## Petty Cash Reconciliation Spreadsheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Details of Expense</th>
<th>GL Code</th>
<th>Incurred By</th>
<th>Signed off by (SLT)</th>
<th>Received By</th>
<th>Pre GST</th>
<th>GST</th>
<th>Total</th>
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